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1959-1960

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The President of the University	}	Ex-officio
The Dean of the Faculty		
The Associate Deans of the Faculty		
Professor Beckel		Professor Lynch
Professor Burnet		Professor Parsons
Professor Dailey		Professor J. M. Robson
Professor Dray		Professor D. C. Williams
Professor Levy		Professor Zaslow
Professor Lister		

Chairman - Professor Lynch

UNDERGRADUATE STUDIES

The President of the University	}	Ex-officio
The Dean of the Faculty		
The Associate Deans of the Faculty		
The Heads of the Arts Colleges		
The Registrars of the Arts Colleges		
The Chairman of the Committee on the General Course		
Anthropology		Professor Emerson
Art and Archaeology		Professor Brieger
Astronomy		Professor Heard
Biochemistry		Professor Crocker
Botany		Professor Cain
Chemistry		Professor LeRoy
Classics		Professor D. O. Robson
East Asiatic Studies		Professor Dobson
English		Professor Coburn
Food Chemistry		Professor M. D. Smith
French		Professor Trethewey
Geography		Professor Tatham
Geological Sciences		Professor G. B. Langford
German		Professor Lewis
History		Professor Careless
Household Science		Professor McLaren
Italian, Spanish, Portuguese		Professor Staggs
Mathematics		Professor De Lury
Music		Doctor Walter
Near Eastern Studies		Professor R. J. Williams
Philosophy		Professor Long
Physics		Professor Scott
Physiology		Professor Haist
Political Economy		Professor Ashley
Psychology		Professor Myers
Slavic Studies		Professor Luckyj
Zoology		Professor Fisher

Chairman - The Dean

RELIGIOUS KNOWLEDGE OPTIONS

The President of the University	}	Ex-officio
The Dean of the Faculty		
The Associate Deans of the Faculty		
Professor Dore	Professor Theall	
Professor Eastman	Professor G. A. B. Watson	
Professor Jessie Macpherson	Professor Wickens	
Professor Northcott	Professor Winter	
Professor Olrick	Professor Woodbury	
Professor Peach		

Chairman - Professor Woodbury

TIME-TABLE

The President of the University	}	Ex-officio
The Dean of the Faculty		
The Associate Deans of the Faculty		
Professor Chung	Professor Keyfitz	
Professor J. B. Conacher	Professor Parker	
Professor Gotlieb	Professor Shepherd	
Professor Joyner		

Chairman - Professor Gotlieb

ADMISSIONS

The President of the University	}	Ex-officio
The Dean of the Faculty		
The Associate Deans of the Faculty		
The Registrar of University College		
The Registrar of Victoria College		
The Registrar of Trinity College		
The Registrar of St. Michael's College		

Chairman - The Dean

STANDARDS FOR ENTRANCE

The President of the University	}	Ex-officio
The Dean of the Faculty		
The Associate Deans of the Faculty		
The Principal of University College		
The Principal of Victoria College		
The Provost of Trinity College		
The President of St. Michael's College		
Professor Falle	Professor Rae	
Professor Fishwick	Professor Rogers	
Professor Ivey	Professor Saywell	
Professor Neal	Professor Webber	

Chairman - Professor Rogers

SPECIALIST CERTIFICATES

The President of the University	}	
The Dean of the Faculty	}	Ex-officio
The Associate Deans of the Faculty	}	

Classics	Professor D. O. Robson
English	Professor Coburn
French	Professor Rouillard
German	Professor Lewis
Italian and Spanish	Professor Levy
History	Professor G. W. Brown
Mathematics	Professor G. de B. Robinson
Physics	Professor Crawford
Chemistry	Professor LeRoy
Botany	Professor Lehmann
Zoology	Professor Craigie
Geography	Professor Kerr
Household Science	Professor Wardlaw
Art and Archaeology	Professor Vickers

Chairman - Professor G. de B. Robinson

SCHOLARSHIPS AND OTHER AWARDS

The President of the University	}	
The Dean of the Faculty	}	Ex-officio
The Associate Deans of the Faculty	}	

Professor Earp	Professor R. H. Macdonald
Professor Fox	Professor Mallon
Professor Hare	Professor Welsh
Professor Hayne	

Chairman - Professor Fox

DISCIPLINE

The President of the University	}	
The Dean of the Faculty	}	
The Associate Deans of the Faculty	}	
The Principal of University College	}	Ex-officio
The Principal of Victoria College	}	
The Provost of Trinity College	}	
The President of St. Michael's College	}	

Professor Barker	Professor Goudge
Professor Beamish	Professor Rouillard
Professor Bondy	Professor Surerus
Professor Creighton	Professor W. H. Watson

Chairman - The Dean

GENERAL COURSE IN SCIENCE

The President of the University)	
The Dean of the Faculty)	
The Associate Deans of the Faculty)	
The Registrar of University College)	Ex-officio
The Registrar of Victoria College)	
The Registrar of Trinity College)	
The Registrar of St. Michael's College)	
Professor Cain		Professor LeRoy
Professor DeLury		Professor Priestley
Professor Fisher		Professor W. H. Watson
Professor Helleiner		

Chairman - Dean Wetmore

REPRESENTATIVES OF THE COUNCIL ON THE SENATE'S COMMITTEE ON UNIVERSITY EXTENSION

The President of the University)	Ex-officio
The Dean of the Faculty)	
Professor Bernhardt		Professor Priestley
Professor McKay		Professor Triantis

OFFICERS OF THE
COUNCIL OF THE FACULTY OF ARTS

1. The President is Chairman ex-officio of the Council.
(Amdt. 13, Nov. '52.)

2. The Dean of the Faculty of Arts shall be Chairman of the Committee on Applications and Memorials and of the Committee on Undergraduate Studies.

3. The duties of the Secretary shall be to take charge of the records and papers of the Council, and to keep the same properly arranged for convenient reference in such place as shall be directed by the Council, and, until such direction, in such place as shall be appointed by the President; he shall keep regular entries, in a form to be approved of by the President, of the names of all persons who shall be candidates for examinations held by the Faculty of Arts, of all examiners who shall from time to time be appointed for the said examinations, and of all such particulars connected with each examination as the President shall direct; he shall conduct all necessary correspondence under the supervision of the President, and keep proper records thereof; he shall attend all meetings of the Council, and keep regular minutes of all the proceedings thereat; he shall attend, as far as possible, all meetings of committees, and keep minutes of the proceedings; he shall prepare all resolutions, reports or other papers, which the Council may direct, and all copies which may be required of any such document or papers; he shall prepare and counter-sign all official documents, and generally discharge such other duties as may be assigned to him by the Council or, when the Council is not in session, by the President.

RULES OF PROCEDURE

REGULAR MEETINGS

4. A regular meeting shall be held in September at the call of the chair and other regular meetings on the Monday preceding the second Friday of October, November, December, January, February, March, April and May and on the Monday preceding Commencement, except when such Monday is a public holiday, in which case the meeting shall be held on the following Tuesday. (Amdt. 8, Nov. '54.)

5. The meeting in September shall be the inaugural meeting of the year, and at this meeting the appointment of a committee to strike the standing committees shall precede all other business. (Amdt. 5, Jan. '53.)

6. A special meeting may, and on requisition of not fewer than twelve members shall, at any time, be called by the chairman, on not less than twenty-four hours' notice, for the transaction of such business only as may be specified in the notification of such meeting.

7. (1) At all regular or special meetings twelve members of those entitled to vote shall form a quorum.

(2) At special meetings for routine business during the long vacation three members of those entitled to vote shall form a quorum.

8. At every meeting the President, or in his absence the Dean, shall preside as chairman, or in the absence of both, a chairman shall be chosen by the members present entitled to vote, or a majority of them.

9. The chairman of each meeting shall conduct the proceedings in conformity with the rules of order enacted by the Council, and in all cases not so provided for, the practice of the House of Commons of Canada shall govern.

DEBATES AND DIVISIONS

10. Any member desiring to speak during a meeting of the Council shall address the chairman.

11. A member called to order shall sit down, but may afterwards explain; the chairman shall decide the point of order, subject to an appeal to the Council, which shall decide the case, but without debate.

12. No member while speaking shall be interrupted by another, except upon a point of order, or for the purpose of an explanation and the member so interrupting shall confine himself to the point of order or the explanation.

13. Any member may require the question under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.

14. With the exception of the proposer of a substantive motion, who shall be allowed to reply, no member may speak more than once to a question, unless in explanation of a material part of his speech in which he may have been misunderstood, and then he must not introduce new matter.

15. The chairman may take part in a debate on any subject, but before doing so he shall leave the chair and appoint some other member to occupy it until he has spoken.

16. No member shall speak to a question after it has been put by the chairman.

17. All questions which come before the Council shall be decided by a majority of the members present entitled to vote, subject to the provisions of section 36; but in the case of an equality of votes the question shall be deemed to be negatived.

18. The Chairman may vote on any question, but no member shall have more than one vote.

19. The chairman shall declare the result of every vote, and on any question except a motion to adjourn the Council or a debate, any member may require the yeas and nays to be recorded.

MOTIONS AND QUESTIONS

20. No matter once disposed of shall be reconsidered before the next inaugural meeting, except by a two-thirds vote of the members present entitled to vote.

21. All motions, except those for the adjournment of the Council or of a debate, shall be put in writing and seconded, before being debated or put from the chair.

22. When a motion has been made and seconded it shall be disposed of, unless the mover, with the consent of the Council, withdraws it or allows it to stand over.

23. When a question is under debate, no motion shall be received by the chairman except for one of the following purposes:

- (1) To adjourn the Council;
- (2) To adjourn the debate;
- (3) To put the previous question;
- (4) To commit;
- (5) To amend.

24. A motion to adjourn the Council or a debate shall always be in order, but no member may speak to such a motion for more than five minutes.

25. A motion to commit shall, until it is disposed of, preclude all amendments to the main question.

26. The previous question shall, until it is decided, preclude all amendments to the main question; it shall be put with the following words: "That the main question be now put"; and if it be resolved in the affirmative, the original question shall be put forthwith, without any amendment or debate.

ORDERS OF THE DAY

27. The following order of business shall be observed by the chairman in bringing matters before the Council at all regular meetings, and no variations from this order shall be allowed, except by a two-thirds vote of the members present entitled to vote, which shall be taken without debate:

- (1) Reading and disposing of the minutes of the last regular meeting and of all intervening special meetings;
- (2) Business arising out of the minutes;
- (3) Inquiries;
- (4) Reading and disposing of communications, to be disposed of as read;
- (5) Reading and disposing of reports of standing and special committees, to be disposed of as received.

STANDING COMMITTEES

28. The following shall be standing Committees for the year, whose duties shall be as defined by the Council from time to time:

- (1) Applications and Memorials;
- (2) Examinations;
- (3) Undergraduate Studies;
- (4) General Course;
- (5) General Course (Extension);
- (6) Religious Knowledge Options;
- (7) Time-Table;
- (8) Admissions;
- (9) Standards for Entrance;
- (10) Specialist Certificates;
- (11) Scholarships and other Awards;
- (12) Discipline;
- (13) General Course in Science.

29. The Council shall appoint annually representatives to serve on the Senate's Committee on University Extension.

30. The President, the Dean and the Associate Deans (Amdt. 9, Nov. '59) shall be members ex-officio of every Standing Committee; each committee shall elect its own chairman subject to the provisions of section 2, and fix the times of its own meetings.

31. Any member of the Council shall have the right to be present at any meeting of any Standing Committee but shall not take part in the Committee's proceedings.

32. Vacancies occurring in a Standing Committee may be filled at any regular meeting of the Council.

33. (1) All written communications on any subject coming properly within the cognizance of any standing committee shall stand referred as of course to that committee, which shall report thereon if possible at the next meeting of Council.

(2) Upon receipt of any such communication the Secretary shall forthwith, after acknowledging its receipt, submit it under the direction of the President or Dean to the Chairman of the appropriate committee for consideration.

(3) Any such communications, received too late to be dealt with by the appropriate committee before the next meeting of Council, may, by direction of the chairman of the committee, be read at the meeting of Council; and the Council may, if it sees fit, take them into immediate consideration or otherwise dispose of them.

34. All parts of reports of the Board of Examiners affecting the conduct or behaviour of a candidate when writing upon an examination shall, unless otherwise ordered by the Council, stand to be dealt with at a meeting subsequent to that at which the report was presented.

AMENDMENTS TO RULES OF PROCEDURE

35. No proposal to amend any of the foregoing rules of procedure shall be considered, except at a regular meeting, and unless notice of the proposed change has been given.

36. None of the foregoing rules shall be suspended at any meeting of the Council except by a two-thirds vote of the members present entitled to vote.

COMMITTEE ON APPLICATIONS AND MEMORIALS

37. The Committee on Applications and Memorials shall consist of the President, the Dean, the Associate Deans, the heads of the Arts Colleges and fourteen elective members of the Council, of whom four shall form a quorum.

COMMITTEE ON EXAMINATIONS

38. (1) The Standing Committee on Examinations shall consist of the President, the Dean, the Associate Deans, the heads of the Arts Colleges, and twelve elective members, of whom four shall form a quorum.

(2) All permanent members of the Staff are ex-officio examiners, in their respective subjects. The Committee shall, where necessary, recommend to the Council the names of other suitable persons as examiners, and the entire body of examiners shall constitute the Board of Examiners.

(3) The Committee shall appoint presiding examiners and examination-attendants.

(4) The Committee shall name a small Revising Committee, the duties of which shall be the consideration of the details of the examinations, and the preparation of a report on the results thereof for transmission to the Board of Examiners and thence to the Council.

COMMITTEE ON UNDERGRADUATE STUDIES

39. (1) The Standing Committee on Undergraduate Studies shall consist of the President, the Dean, the Associate Deans, the Heads and Registrars of the Arts Colleges, the Chairman of the Committee on the General Course, and one representative member of each teaching department, of whom seven shall form a quorum.

(2) Every proposed change in the courses of instruction and prescription for courses in Arts shall be referred to the said Committee.

(3) The opinion of the teaching staff in each graduating department on any proposed change affecting such department shall be ascertained before the committee reaches a decision and reports thereon to the Council.

COMMITTEE ON THE GENERAL COURSE

40. The Standing Committee on the General Course shall consist of the President, the Dean, the Associate Deans, the Registrars of the Arts Colleges and fourteen elective members, of whom three shall form a quorum.

COMMITTEE ON THE GENERAL COURSE (EXTENSION)

41. The Standing Committee on the General Course (Extension) shall consist of the President, the Dean, the Associate Deans and eleven elective members, of whom three shall form a quorum.

COMMITTEE ON RELIGIOUS KNOWLEDGE OPTIONS

42. The Standing Committee on Religious Knowledge Options shall consist of the President, the Dean, the Associate Deans and eleven elective members, of whom three shall form a quorum.

COMMITTEE ON TIME-TABLE

43. The Standing Committee on Time-Table shall consist of the President, the Dean, the Associate Deans and seven elective members, of whom three shall form a quorum.

COMMITTEE ON ADMISSIONS

44. The Standing Committee on Admissions shall consist of the President, the Dean, the Associate Deans and the Registrars of the Arts Colleges.

COMMITTEE ON STANDARDS FOR ENTRANCE

45. The Standing Committee on Standards for Entrance shall consist of the President, the Dean, the Associate Deans and twelve elective members, of whom three shall form a quorum.

COMMITTEE ON SPECIALIST CERTIFICATES

46. The Standing Committee on Specialist Certificates shall consist of the President, the Dean, the Associate Deans and fourteen other members, one to be appointed by each of the following departments: Art and Archaeology, Botany, Chemistry, Classics, English, French, Geography, German, History, Household Science, Mathematics, Physics, Spanish and Zoology, of whom four shall form a quorum.

47. The Chairman of the Standing Committee shall be authorized to appoint from its membership, as the need arises, an ad hoc Committee of at least five members to act as the representatives of the University on the Joint Committee on Specialist Certificates named by the Department of Education and the University, and to which may be referred for consideration and necessary action any matter respecting Specialist Certificates.

COMMITTEE ON SCHOLARSHIPS AND OTHER AWARDS

48. The Standing Committee on Scholarships and Other Awards shall consist of the President, the Dean, the associate Deans and seven elective members, of whom three shall form a quorum.

COMMITTEE ON DISCIPLINE

49. The Standing Committee on Discipline shall consist of the President, the Dean, the Associate Deans, the Heads of the Arts Colleges and eight elective members.

COMMITTEE ON THE GENERAL COURSE IN SCIENCE

50. The Standing Committee on the General Course in Science shall consist of the President, the Dean, the Associate Deans, the Registrars of the Arts Colleges and seven elective members, four to be representatives of the Departments of Botany, Chemistry, Physics and Zoology, of whom three shall form a quorum.

